# 申訴專員公署
# OFFICE OF THE OMBUDSMAN
## 職位申請書
## Application Form for Employment

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### 申請人須知
### Notes for Applicants

1. 申請書須送達**中環郵政總局郵箱 3300 號**申訴專員公署。信封面請註明「申請職位」。
   Application should reach the Office of The Ombudsman at **G.P.O. Box No. 3300, Hong Kong**. Please mark "Post Application" on the envelope.

2. 申請人必須填寫本申請書所有部分，並確保所提供資料正確無誤。**申請人須夾附證書及修業成績表副本，以證明具備報稱的學歷及工作經驗。**如空位不敷應用，請另頁詳列有關資料，並夾附於本申請書。
   Please ensure that all parts in the form are completed and the information is correct. **Copies of certificates and transcripts in support of academic qualifications and working experience should accompany the completed application.** If there is insufficient space, please give details on a separate sheet to be attached to the application form.

3. 本署通常<u>不會</u>發出認收申請書函件，如欲收到本署的認收函件，請隨申請書夾附寫上申請人姓名、地址及貼足郵票的回郵信封。
   This Office normally <u>will not</u> issue acknowledgement of your application. If you need an acknowledgement, please enclose a stamped, self-addressed envelope with your application.

4. 申請人如未能提供全部所需的資料，或所填寫的資料未能清楚顯示申請人具備有關職位所需的最低資歷、培訓、經驗或其他條件，申請將<u>不獲</u>處理。
   Your application <u>will not be</u> processed if you fail to provide all information as requested, or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.

5. 本署將於遴選期間要求申請人出示有關身份及資歷文件的正本以作查核。
   Applicants will be required during the recruitment process to produce original/certified true copies of all documents pertaining to their identification, qualifications and working experience for verification.

6. 申請人所提供的資料，將用於招聘工作及其他與僱用有關的事宜。有關資料可能送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與申訴專員公署招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。在一般情況下，未獲取錄申請者的資料，將於招聘程序完成後兩年全部銷毀。
   The information supplied will be used for appointment and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with The Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Information on unsuccessful applicants will normally be destroyed after two years on completion of the recruitment exercise.

7. 提交申請書後，本申請書內所提供的資料如有任何更改，申請人須通知本署。
   You are required to notify this Office if there are any subsequent changes to the information provided after submission of the application form.

8. 申請人提交申請書後，如欲改正或查閱個人資料，或查詢與招聘有關的事宜，請與本署高級行政主任（人事）聯絡（電話號碼：2629 0423）。
   For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact Senior Manager (Personnel) of this Office at 2629 0423.

Application No.:______________
申請書編號 (For office use only)
(只供辦事處填寫)

# 申訴專員公署
# OFFICE OF THE OMBUDSMAN
## 職位申請書
## Application Form for Employment

| 申請職位<br>Position applied for | 從何處得悉此職位空缺<br>Source of information about this vacancy |
|---|---|

## I 個人資料 Personal Particulars

| 英文姓名<br>Name in English | 稱謂<br>Title | 姓氏<br>Surname | 名字<br>Given names |
|---|---|---|---|
| 中文姓名<br>Name in Chinese | 出生年份<br>Year of birth | 香港身份證/護照號碼*<br>HK ID Card/ Passport No.* | |
| 地址<br>Address | 電話號碼<br>Tel. No. | 住宅<br>Residence<br>辦事處<br>Office | 手提<br>Mobile |
| | 電郵地址<br>Email | | |

*請刪去不適用者 Please delete where appropriate

## II 學歷（請按日期倒序列出）Academic Attainment (in reverse chronological order)

| 學校／書院／大學／學院／頒發機構<br>（例如：香港考試局）<br>School/ College/ University/<br>Institute/ Issuing Authority<br>(e.g. Hong Kong Examinations Authority) | 學歷 (包括等級、主修、副修科目等)<br>（例如：香港中學會考五科及格）<br>Qualifications (including Grade, Major, Minor, etc)<br>(e.g. 5 passes in Hong Kong Certificate<br>of Education Examination) | 頒發日期<br>（月／年）<br>Date Issued<br>(Month/Year) |
|---|---|---|
| | | |

## III 語文科目成績( 包括海外考試 ) Results in Language Subjects (including overseas examinations)

### 中文科 Chinese Language Subject

| 公開考試<br>Public Examination | 最佳成績<br>Best Results Obtained | 頒發年份<br>Year of Award |
|---|---|---|
| (i) 香港中學會考<br>Hong Kong Certificate of Education Examination | | |
| (ii) 香港高級程度會考 ( 高級程度／高級補充程度 )<br>Hong Kong Advanced Level Examination (A-level/AS-level) | | |
| (iii) 其他公開考試 ( 請列明 )<br>Other Public Examinations (Please specify)<br>____________________________ | | |

### 英文科 English Language Subject

| 公開考試<br>Public Examination | 最佳成績<br>Best Results Obtained | 頒發年份<br>Year of Award |
|---|---|---|
| (i) 香港中學會考<br>Hong Kong Certificate of Education Examination | | |
| (ii) 香港高級程度會考 ( 高級程度／高級補充程度 )<br>Hong Kong Advanced Level Examination (A-level/AS-level) | | |
| (iii) 其他公開考試 ( 請列明 )<br>Other Public Examinations (Please specify)<br>____________________________ | | |

## IV 專業資格 ( 請按日期倒序列出 ) Professional Qualifications (in reverse chronological order)

| 頒發機構(全名)<br>Issuing Authority (Full name) | 專業資格<br>Qualification/Membership | 獲取途徑（如考試、推選等）<br>Channel of Award<br>(e.g. examination, election) | 頒授日期 ( 月／年 )<br>Date of Award<br>(Month/Year) |
|---|---|---|---|
| | | | |

## V 現時 ( 或最近期 ) 職位 Present (or Last) Appointment

| | |
|---|---|
| 僱主名稱<br>Employer's name | 業務性質<br>Nature of business |
| 職位<br>Position held | 所督導的員工人數及職級<br>Number and rank supervised |
| 基本薪金<br>Basic salary | |
| 其他薪酬 ( 花紅、津貼、酬金等 )<br>Other emoluments (bonus, allowances, gratuity etc) | |
| 聘任日期<br>Date appointed | 離職所需的通知時間<br>Resignation notice required |
| 離職日期及原因 ( 如適用者 )<br>Date left and reason for leaving (if applicable) | |
| 主要職責<br>Major responsibilities | |

## VI 過往就業詳情（請按日期倒序列出） Previous Appointments (in reverse chronological order)

| 僱主名稱 Name of employer | 職位 Position held | 最後支取薪金 Last salary | 全職或兼職 Full time or Part time | 日期（月／年） Date (Month/Year) | |
|---|---|---|---|---|---|
| | | | | 由 From | 至 To |
| | | | | | |

## VII 義務工作 Voluntary Service

| 機構名稱 Name of Organisation/Agency | 職位 Position held | 日期（月／年） Date (Month/Year) | |
|---|---|---|---|
| | | 由 From | 至 To |
| | | | |

## VIII 其他資料 Other Information

(a) 請列出與申請職位有關之其他專長及資料（如電腦知識、通曉語言、中英文打字速度等）。
Please state any other relevant skills or information which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.)

(b) 申請人如為殘疾人士，請註明殘疾的性質及程度，以及在參加考試／面試需要的特別安排。(可選擇是否填寫本欄)
In the case of a candidate with disability, please indicate nature and degree of disability, and specify any special arrangement required for taking the examination/attending an interview. (Optional)

(註：本署在遴選時對殘疾人士及其他申請人會一視同仁，並以公平、公正的方式處理申請。 Note: Candidates with a disability will be considered on equal terms with other applicants and their suitability would be assessed in a fair and impartial manner.)

## IX 聲明 Declaration

(a) 本人明白，倘若故意虛報資料或隱瞞重要事實，可令本人喪失獲申訴專員錄用的資格；即使已獲申訴專員錄用，亦可遭解僱。
I understand that if I wilfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for employment by The Ombudsman or to dismissal, if already employed by The Ombudsman.

(b) 本人同意申訴專員可就與申訴專員公署的招聘工作及僱用有關的事宜，以及為核實上述資料，進行必要的查詢。本人授權政府所有部門及其他組織或機構可就這些查詢，透露任何有關的記錄及資料( 其中包括：在提出聘任前，向本人的現時及／或前僱主及／或諮詢人索取推薦書；向有關當局／機構／醫護人員索取本人的體格檢查報告、醫事委員會報告或診療記錄，並將有關資料送交其他當局／機構／醫護人員；以及向有關院校／機構查詢本人的學術／專業資格和索取有關記錄，並將有關資料送交其他當局／機構進行學歷評審 ）。
I consent to The Ombudsman making any necessary enquiries for purposes relating to recruitment by and employment with The Ombudsman and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) and/or referees before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).

(c) 本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與申訴專員公署招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。
I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with The Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date ____________________ 簽署 Signature ____________________